DOCUMENT RESUME

ED 067 686 CS 200 162

TITLE	Yearbook Production--Editing. English, Journalism: 5115.150.
INSTITUTION	Dade County Public Schools, Miami, Fla.
PUB DATE	72
NOTE	8p.; An authorized course of instruction for the Quinmester Program
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Business Skills; Cocurricular Activities; *English Curriculum; *Journalism; Language Arts; Periodicals; Public Schools; *Student Publications; Writing Skills; *Yearbooks
IDENTIFIERS	Editing; *Quinmester Program

ABSTRACT

An authorized course of instruction for the Quinmester Program in Dade County (Florida) public schools is given for editing the yearbook. The course is designed as the second year course for yearbook editors and the business staff, with the overall performance objective being the production of a completed yearbook. Subject matter of the course includes an overview of procedures, plan development, assignment of positions and duties, overseeing production, budgeting and managing the sales and distribution, and assisting in preliminary planning for the next year. Teaching strategies are outlined with regard to referring students to refresher work in specific activities, presenting students with activities to promote leadership, presenting them with several campaign strategies, having students critique each other, and reviewing with students procedures on photographer and publisher bid forms. Both student and teacher resources are also given for books, periodicals, pamphlets, and personnel. (LH)

ED 067686

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

LANGUAGE ARTS

Yearbook Production: Editing

5115.150
5116.154
5166.181
5166.182
5166.183
5166.184

FILMED FROM BEST AVAILABLE COPY

DADE COUNTY PUBLIC SCHOOLS
DIVISION OF INSTRUCTION • 1971

CS 200 162

ED 067686

YEARBOOK PRODUCTION: EDITING

5115.150
5116.154
5166.181
5166.182
5166.183
5166.184

English, Journalism

Written
for the
DIVISION OF INSTRUCTION
Dade County Public Schools
Miami, Florida
1972

DADE COUNTY SCHOOL BOARD

Mr. William Lehman, Chairman
Mr. G. Holmes Braddock, Vice-Chairman
Mrs. Ethel Beckham
Mrs. Crutcher Harrison
Mrs. Anna Brenner Meyers
Dr. Ben Sheppard
Mr. William H. Turner

Dr. E. L. Whigham, Superintendent of Schools
Dade County Public Schools
Miami, Florida 33132

Published by the Dade County School Board

COURSE NUMBER	COURSE TITLE: YEARBOOK PRODUCTION: EDITING
5115.150 5116.154 5166.181 5166.182 5166.183 5166.184	COURSE DESCRIPTION: Designed as the second year course for yearbook editors and business staff. Positions of high responsibility are assigned to students with this course designation. This course may be elected for credit four successive quinmesters.

I. PERFORMANCE OBJECTIVES

A. Given the opportunity, students will identify the duties and responsibilities of the editor, the adviser, and the managing editor or co-editor, the photography coordinator, and the business manager.

B. Using their accumulated knowledge and skills, students will produce a completed yearbook.

II. COURSE CONTENT

A. Rationale

Students electing this course will have had previous training in yearbook production and some experience. An overview of material included in other yearbook quins might be helpful at the outset (Cf. "Yearbook and Magazine Layout," "Yearbook Production," "Yearbook Editing"). The primary concern here is the compilation of materials and the eventual publication of a yearbook.

B. Range of subject matter

1. Overview of procedures

2. Development of a plan for the yearbook

3. Assigning of positions and duties

4. Overseeing of the phases of production

5. Managing the budget, supervising the sales campaign, and distributing the book

6. Assisting in preliminary planning for next year's book

III. TEACHING STRATEGIES

A. Refer students who need refresher work in any area to specific activities in previous quins identified in the rationale. Minimum-type activities might include the following:

1. Give a list of job titles of several different yearbook staff positions and have them give the duties of each.

2. Have students determine the theme and other unifying elements in a number of yearbooks from other schools.

3. Have students given several different major yearbook operations which are accomplished at different times, construct a pert chart or time line which includes the operations.

4. Have student identify from a list of items which might or might not be appropriate to include in a yearbook those he believes should be included and give reasons for not including those he feels are inappropriate.

5. Give students a specific number of pages of a hypothetical yearbook, and have them assign a number of pages to each section and division page.

6. Have students explain the relative permanence of a yearbook to that of a magazine, a newspaper, a novel, or to other publications which a subscriber might have on his shelf.

7. Ask students to outline a plan to insure accuracy in a yearbook, telling the operations which verify accuracy and the title of the staff member who performs each function.

8. Have students identify the events on the school calendar which can be photographed before a final deadline and explain how to include coverage of events which happen too late in the year to be photographed on the date they occur.

9. Ask students to identify several current attitudes held by the student body and the community which they believe should be reflected in the yearbook and to give reasons and methods for the inclusion of these attitudes in the yearbook.

10. Have students, given a list of yearbook sections and components (including cover, title page, sports section, index, division page, endsheet, and so on), identify those which are appropriate for theme development.

11. Have students evaluate several possible yearbook theme descriptions as to their suitability for their school for the coming year.

12. Have students review a list of possible photographic assignments, and indicate which would be assigned to a student photographer, which to a professional photographer, and which would not be practical or useful to photograph.

B. Present students with activities designed to promote effective leadership. Some aspects to be considered are:

1. Staff rapport

2. Courtesy

3. Leadership qualities

4. Decision making

5. Telephone efficiency

6. Esprit de corps

C. Present students with several campaign strategies to analyze for advantages and disadvantages.

D. Have students critique the abilities of one another in order to make recommendations for more efficient operations and for future staff appointments.

E. Review with students county procedures on photographer and publisher bid forms.

F. Arrange times and dates for several companies to make presentations.

IV. STUDENT RESOURCES

A. State-adopted textbooks

Hartman, William. Journalism. River Forest, Illinois: Laidlaw Brothers, 1968.

Mulligan, John and Dan D'Amelio. Experiences in Journalism. Atlanta: Lyons and Carnahan, Inc., 1956.

B. Non-state-adopted textbooks

Hurley, Gerald D. and Angus McDougall. Visual Impact in Print. Chicago: American Publishers, 1971.

Spears, Harold and L. H. Lowshe. High School Journalism. New York: Macmillan, 1960.

C. Reference materials

1. Periodicals

The School Press Review

Quill and Scroll Magazine

Scholastic Editor

Photolith

Taylor Talk

2. Pamphlets

Pamphlets available from Delmar Publishing Company, Charlotte, North Carolina:

Layout

The Photo Essay

The Photo Story

V. TEACHER RESOURCES

A. State-adopted texts (See Student Resources)

B. Books

Medlin, C. J. School Yearbook Editing and Management. Ames, Iowa: Iowa State College Press, 1956.

MacGiffin, Vida B. and Orissa Frost Kingsbury. Yearbooks. New York: Hastings House, 1962.

C. Personnel

Photographers

Printing representatives

Mr. Roger Eikenberry, Dade County Public Schools, Finance Director